

ADMISSION BROCHURE FOR ACADEMIC SESSION 2019-20

Master of Vocation



Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, Delhi - 110078

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CHAPTER- 1: Admission to Master of Vocation Programme(s)

The admissions to the Master of Vocation programmes of studies in the Guru Gobind Singh Indraprastha University (GGSIPU) are primarily through this brochure. This admission brochure is to be read in continuation of the previously notified admission brochure (and parts thereof) for the Academic Session 2019-20 and, other notices and circulars of the University notified from time to time on the University website <http://www.ipu.ac.in>, shall be binding on all applicants. In case of any dispute, the decision of the Vice-Chancellor, Guru Gobind Singh Indraprastha University, Delhi shall be final.

The admission to the Master of Vocation in the Guru Gobind Singh Indraprastha University (GGSIPU) are on Merit of the qualifying Examination. The programme(s) groups are assigned a unique CET code. The CET code for that programme or programme group is treated as Admission Code. Thus without creating any ambiguity, this document may use the term CET code or Admission Code as synonymous.

The University reserves the rights to add or remove any programme from the list of programmes grouped together for the purpose of admissions.

The University reserves the right to cancel any CET.

Only Indian / Overseas Citizens of India / Nepal citizens candidates are eligible for admission through this admission brochure subject to fulfilment of eligibility and admission criterion(s).

Terms and conditions notified in this brochure, and notified time to time on the University website <http://www.ipu.ac.in>, shall be binding on all applicants. In case of any dispute, the decision of the Vice-Chancellor, Guru Gobind Singh Indraprastha University, Delhi shall be final.

1.1 Master of Vocation (M.Voc.)

S.No.	Name of CET	Abbreviated Name	Code
1	Master of Vocation (Automobile)	MVOCA	189
2	Master of Vocation (Software Development)	MVOCSD	190
3	Master of Vocation (Interior Design)	MVOCID	191

NOTE:

1. No CET shall be conducted for these programme / programme groups. For procedure of admissions to these programmes the applicants should see Chapter 2 of this admission brochure.

1.2 Application Form Fee

All the candidates shall submit form only through online mode. The application form is available at the University website <http://www.ipu.ac.in>. The application form along with the fee of Rs. 1000/- excluding processing charges and taxes, as applicable, shall be submitted from 13th July, 2019, onwards (unless specified otherwise). The application fee, the processing charges and taxes shall not be refundable under any circumstances. Please keep a copy of the filled form (after payment) for records and further processing.

1.3 Important Dates/Time

1. For these programme the application form shall be available on the university website <http://www.ipu.ac.in> from 13th July, 2019.

2. The Schedule of application forms and CETS are as follows:

Code	CET	Start of Application Form	Last date of application up to 4 PM	Display of List of Applicants	Date for display of schedule for verification of documents	Date for verification of documents	Date of declaration final Merit List
189	MVOCA	13.07.2019	24.07.2019	26.07.2019	26.07.2019	27.07.2019 onwards	30.07.2019
190	MVOCSD	13.07.2019	24.07.2019	26.07.2019	26.07.2019	27.07.2019 onwards	30.07.2019
191	MVOCID	13.07.2019	24.07.2019	26.07.2019	26.07.2019	27.07.2019 onwards	30.07.2019

NOTE:

1. The applications should be submitted on or before the last date. On the last date of application, the application can be submitted by 4.00PM only.
2. All applicants shall have to appear in person for verification of documents as per schedule (to be notified by the University) at designated centres.
3. Only the applicants who get their documents verified shall be considered for admissions. The candidates / applicants who do not appear for document verification shall not be considered for admissions.
4. The eligibility for admissions shall be verified at the time of counseling.
5. The schedule of counseling shall be notified on 26.07.2019 on the university website <http://www.ipu.ac.in>.

1.4 Important Instructions

1. The term “University”, in this admission brochure shall mean the Guru Gobind Singh Indraprastha University.
2. The application forms shall be available in the online mode only from the University Website: <http://www.ipu.ac.in>
3. The last date of application may be extended for any programme(s) / CETs.
4. It is the responsibility of the candidates to ascertain whether he/she possesses the requisite eligibility and qualifications for admission. Applying for a particular programme does not necessarily mean acceptance of eligibility (Chapter 2). Every applicant for a particular course must satisfy the eligibility criterion as specified in this brochure (or its amendments/corrections).
5. The applicants are advised to keep the details of their login id and the password secure and safe.
6. Applicants should be careful in choosing the programmes that they apply for, as no change would be permissible after the application has been submitted.
7. From the merit of a specific CET Code, admissions are in general made to a specific set of programmes of studies. This document illustrates the list of programmes to which admissions were made in the academic session 2019-20. The University may add or remove programmes of studies from any or all CET Codes.
8. After the application for any programme is submitted, if there is any mistake in date of birth, spelling mistake in name of applicants or the parents name or in the choice of category/region claimed for

the purpose of availing reservation, the applicant must submit an application in physical form (together with applicable processing fees of Rs. 500/-) to:

Reception, Examination Division, Guru Gobind Singh Indraprastha University, Delhi.

This application must be submitted within 3 working days of the last date of form submission together with the applicable fees. After this no request for any correction shall be entertained by the Examinations Division. Window for making correction shall be notified by the University before / during counselling for admissions.

9. A Separate Application Form has to be filled-in for each programme (s) having distinct CET Code.
10. Applicants should retain a printout of the application form as proof of application.
11. In all communications regarding submission of application or otherwise related to admissions, the copy of the application form must be submitted as otherwise the communication would be deemed incomplete and no processing would be performed on the communication, without any notice to the applicant.
12. There will be no rounding-off of the percentage of marks of qualifying examination while deciding the basic eligibility of any candidate for admission e.g. if a candidate obtained 49.99% marks in his/her qualifying examination, then it will not be rounded-off to 50%.
13. If a candidate clears the qualifying examinations in a particular year (A), and in the subsequent year (B) appears in the improvement examinations, then in the year B or later, if the candidate applies on the basis of the qualifying examination, the best marks obtained in the two result of the examination held in the year A or B, for a specific subject, shall be used for calculation / verification of eligibility for all papers for which result was declared by the examining body of the qualifying examinations.
14. For ascertaining the eligibility conditions, combination of mark sheets, shall be allowed, only and only if the mark sheets are from the same Board. If any particular candidate changes the Board e.g. CBSE to NIOS, an appropriate proof of accepting the marks of earlier Board shall be required, by the new Board. Thus, such candidate shall supply the one complete mark sheet making him eligible.
15. The list of documents required shall be informed through the detailed counselling schedule as notified on the University website <http://www.ipu.ac.in>.
16. The candidates are advised to check their status with the help of the login id and password.
17. Write (enter) the complete e-mail address and phone number in the application form carefully. Please note that this e-mail address and phone number may be used by the University for Future Communications.
18. The nomenclature of degrees to the admitted programmes of studies shall be as per the notification of the University Grants Commission for "Specification of Degrees".
19. The University shall not issue any certificate of equivalence to any other programme of study. That is, if a student is awarded a degree by the University and desires a certificate regarding its equivalence to some other degree, then the request of the student for such equivalence certificate shall be summarily rejected.
20. No admitted student pursuing a programme of study from the Guru Gobind Singh Indraprastha University is allowed to pursue any other (2nd or more) degree / diploma programme of study from any University including GGSIPU at any given moment of time. If at any stage it is found that an admitted student has registered for more than one programme of study in GGSIPU or any other University, simultaneously then the admission of such a candidate shall be cancelled from all programmes of studies of GGSIPU.
21. All candidates desirous of seeking admission to any programme of study and/or any institution (including the University Schools of Studies) affiliated to the University, shall be bound by the conditions as laid down in this admission brochure; and the rules and regulations as enshrined in the University Act, Statutes, Ordinances, notifications and guidelines issued from time to time by the University.
22. The medium of instruction for all programmes of studies offered in the University shall be English unless otherwise specified in the Scheme and Syllabi of Examinations of the concerned programme of study.
23. For any programme of study, if the University or the statutory regulatory body of the programme of study specifies the medical examination of the candidate, then all admitted students must present themselves for medical examination. If the student/candidate fails the medical examination, the admission of the candidate/student shall be cancelled by the University.

24. Students and their parents are advised, in their own interest, to visit the various Colleges/Institutes prior to the date(s) of counselling to ascertain the location, other academic and infrastructural facilities available such as hostel, transportation etc. in the various colleges/institutes which may facilitate their decision-making at the time of counselling/admission. On the day of admission/counselling, the students will be required to take on the spot decision and no further time will be given to them.
25. If it is found at any stage during the entire period of the programme that the candidate has furnished any false or incorrect information in the application form or at the time of counselling/admission, his/her candidature for the programme will be cancelled summarily. In addition, disciplinary action may be taken against him/her as per the University rules.
26. If the University is not satisfied with the character, past behaviour or antecedents of a candidate, it can refuse to admit him/her to any course of study of the University.
27. The Vice Chancellor may cancel the admission of any student for specific reasons and / or debar him/her for a certain period from admissions and / or examinations.
28. Only filling the application for admission (Common Entrance Test) shall not, *ipso facto*, entitle a candidate to get admission to a programme.
29. Only qualifying the Common Entrance Test shall not, *ipso facto*, entitle a candidate to get admission to a programme.
30. It will also be the sole responsibility of the candidates themselves to make sure that they are eligible and fulfil all the conditions prescribed for admission. Before filling-up the admission verification form at the time of counselling/ allotment of seats, candidate should ensure that he/she fulfils all eligibility conditions as laid down in this Admission Brochure. If it is found at any stage during the entire period of the programme that the candidate does not fulfil the requisite eligibility conditions his/her admission will be cancelled and also disciplinary action will be initiated against him/her and entire fee will also be forfeited.
31. The merit of the CET will be valid only for the programme for which the candidate has appeared and cannot be utilized for admission to any other programme. Further, the merit of the CET- 2019 shall be valid only for the academic session 2019-20.
32. The decision on the equivalence of the degree, by an equivalence committee constituted by the Vice Chancellor of the University, for admissions to the University, shall be final. The equivalence committee shall comprise of the following:
 1. Director Academic Affairs - Chairperson
 2. Dean of the concerned school governing the programme of study where admission is sought.
 3. Director Student Welfare
 4. Two professors of the University nominated by the Vice-Chancellor of the University.
 5. One Assistant Registrar nominated by the In-charge Admissions - Convenor.
33. RAGGING : Rules in terms of ordinance relating to maintenance of discipline amongst students of the University are as under :
 1. Ragging in any form shall be strictly prohibited within the premises of the University, a college or an Institute, as the case may be, or in any part of the University system as well as on public transport, or at any other place, public or private.
 2. Any individual or collective act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions of ordinance under reference.
 3. Ragging, for the purposes of ordinance under reference, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices which:
 1. Involve physical assault or threat to use physical force.
 2. Violate the status, dignity and honour of students, in particular female students and those belonging to a schedule caste or a schedule tribe.
 3. Expose students to ridicule or contempt or commit an act which may lower their self esteem; and
 4. Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour.

34. For formats of self-declaration / affidavits / undertakings required at the time of admissions, all candidates are advised to see PART - B of the Admission Brochure.
35. All admitted students to any programme / institution (affiliated institutions of the University and / or University Schools of Studies) and their parents/guardian shall have to give an affidavit / undertaking for not indulging in any Ragging during the tenure of the student in the University.
36. All admissions in the University shall be provisional till regularized by the University.
37. Result of qualifying examinations to fulfil the eligibility criteria for admission in a specific programme of study (as specified in admission brochure) for the admissions to the University must be declared on or before the grant of admission to the candidate.

In case of admissions offered / granted through offline counselling / open house counselling / spot counselling / supplementary rounds of counselling, the mark-sheet / grade-sheet / authenticated copy of result (by office of controller of examinations / registrar of the University, or designated officer of the board of examinations) of qualifying examination fulfilling the eligibility criteria is to be compulsorily submitted by the candidate at the time of offer of admission to the candidate. Failure to submit the mark-sheet / grade-sheet / authenticated copy of result at the time of reporting on the said date / time would lead to cancellation of provisional admission offered / granted to the candidate.

38. After completion of all admissions, the concerned Dean/Principal/Director must submit the details of the results / proof of eligibility for admissions of these provisionally admitted students within 5 working days of last admissions, to the In-charge (Admissions), Academic Reception Counter, Administrative Block, GGS Indraprastha University, Sec 16 C, Dwarka, New Delhi-110078, duly signed by the concerned Dean/Principal/Director;
39. The Academic session of the University shall commence as specified by the statutory regulatory body governing the programme of study like Medical Council of India, etc; the Hon'ble Court or the University.
40. For all online payments made by applicants / candidates / students for application forms filling, counselling participation charges, (partial) academic fee payment, the service charges and taxes are additional and have to be borne by the applicant / candidate / student. These service charges and applicable taxes shall be non - refundable.
41. There is a Student's Grievance Committee constituted as follows:
 1. Joint Registrar (Admissions) - Chairperson
 2. One Assistant Registrar (Admissions) Nominated by the Joint Registrar (Admissions)

All Grievances should be addressed to Joint Registrar (Admissions), Admissions Reception, Administrative Block, Guru Gobind Singh Indraprastha University Campus, Sector 16C, Dwarka, New Delhi 110075 (e-Mail: sgc@ipu.ac.in).

42. In case of any difference in the interpretation of the admission brochure clause(s), and / or clarification and changes, the decision of the Vice-Chancellor, Guru Gobind Singh Indraprastha University shall be final.
43. The Admission Brochure contains only brief extract of the ordinances, rules and regulations of the University. The candidates should, therefore, acquaint themselves with the relevant ordinances, rules and regulations of the University regarding eligibility requirements, attendance, examination and other matters pertaining to their respective courses.

The various terms and conditions mentioned in the Admission Brochure are subject to change made in the ordinances, rules and regulations by the University from time to time as per the decision of the Government of National Capital Territory of Delhi, the University and/or statutory bodies governing various programmes.

The University reserves the right to amend the ordinances, rules and regulations, at its discretion and when considered necessary. In the event of any provision mentioned in the Admission Brochure being found to be at variance with any binding regulation / directions of any statutory body i.e. Medical Council of India, Dental Council of India etc, then the higher norms will prevail.

44. The guidelines specified in this admission brochure are without prejudice to any measures undertaken by the University in compliance of any law or directions of the Hon'ble Courts; or any directions / notifications of the Government of NCT of Delhi and/or Government of India.

CHAPTER- 2: Eligibility Conditions & Admission Criteria

The eligibility conditions specified below is for the general / open category of admissions are specified herein. For relaxation of eligibility conditions for reserved categories, please refer to the Chapter - 4 entitled "Reservation Policy". The list of programmes below the "Name of CET" is for existing programmes offered in the academic session 2019-20, if any other Master of Vocation programme is offered by the University in the academic session 2019-20 (in addition to the list below), the same shall be offered in the current academic session 2019-20. For such new programmes, the eligibility conditions shall be specified in the detailed counselling schedule to be notified on 26.07.2019.

S.No.	Name of CET	Code	ELIGIBILITY CONDITIONS & ADMISSION CRITERIA
1	Master of Vocation (Automobile)*	189	1. Bachelor of Vocation (Mechanical / Production / Tool and Die /Refrigeration & Airconditioning) or equivalent. 2. AMIE (Mechanical) or equivalent. 3. Bachelor of Science (Physical Science) with Physics, Chemistry and Mathematics, or Bachelor of Science (Hons). In Physics or Chemistry or Mathematics; or equivalent. 4. Bachelor of Technology / Engineering (Mechanical / Automobile / Mechanical & Automation Engg. / Production) or equivalent. 5. 3 years Diploma in Automobile / Mechanical / Production engineering or equivalent followed or preceded by any Graduation level Degree. The two degrees need to be done independently in a sequential manner. (Merit shall be on Diploma marks).
2	Master of Vocation (Software Development)*	190	1. Bachelor of Vocation (Software Development / Mobile Communication) or equivalent. 2. Bachelor of Computer Applications. 3. Bachelor of Science (Computer Science / Computer Science and Engineering / Mathematics / Information Technology / Electronics) or equivalent. 4. Bachelor degree of at least 3 years duration. 5. Any Engineering Degree.
3	Master of Vocation (Interior Design)*	191	1. Bachelor of Vocation (Interior Design). 2. At least 3 year recognized Degree Programme in Interior Design. 3. 3 years Diploma in Interior Design followed or preceded by any Graduation level Degree. The two degrees need to be done independently in a sequential manner. (Merit shall be on Diploma marks). 4. At least 3 year recognized Degree Programme in Design. 5. 3 years Diploma in Architecture Assistantship followed or preceded by any Graduation level Degree. The two degrees need to be done independently in a sequential manner. (Merit shall be on Diploma marks). 5. Bachelor of Architecture

*Master of vocation (Automobile, Software Development and Interior Design) to be introduced w.e.f. academic year 2019-20.

NOTE:

1. The decision on the equivalence of the degree by the Guru Gobind Singh Indraprastha University, for admissions to the University, shall be final. The equivalence committee shall comprise of the following:
 - i. Director Academic Affairs - Chairperson
 - ii. Dean of the concerned school governing the programme of study where admission is sought.
 - iii. Director Student Welfare
 - iv. Two professors of the University nominated by the Vice-Chancellor of the University.
 - v. One Assistant Registrar nominated by the In-charge Admissions - Convenor.

2. The **admission methodology** shall be:
 1. There shall be no CET conducted by the University.
 2. Admissions will be made on the basis of Merit List Prepared on the marks of qualifying degree.

2.1 Result Awaited Cases

1. **Result Awaited / Compartment / Supplementary Cases**
Candidates with result awaited and / or compartment cases are not eligible for admissions.
2. **Physical Fitness:** The applicant must be in good mental and physical health and should be free from any physical / mental defect which is likely to interfere with his/her studies including active outdoor duties required of a professional. Accordingly, all the students shall be required to submit a Medical Certificate indicating fitness from a Doctor with valid registration under the Medical Council of India act, at the time of admissions / counselling.

CHAPTER- 3: Seat Allocation

3.0 Abbreviations

NCR: National Capital Region.

NCT of Delhi: National Capital Territory of Delhi.

GATE: Graduate Aptitude Test in Engineering

3.1 Important Note

The policy as stated in the admission brochure is subject to the change in compliance of the University and/or Government of NCT of Delhi policies as notified from time to time, on or before the date of commencement of first counselling.

3.2 Government Institutes

- a. 85% seats are reserved for Delhi Region Candidates, i.e. those who have passed the qualifying examination from any school/Institute located in NCT of Delhi. These seats will be filled up through the merit /rank list of the respective CET Code prepared for Delhi Region candidates. The candidates who have passed the qualifying examination through Distance/Open Education system of any recognized University/ Institute and had his/her Study Centres in Delhi will be considered as Delhi Region Candidates but the responsibility to provide proof of his/her study centre in Delhi will be of the candidate only.
- b. 15% seats are reserved for Outside Delhi Region Candidates, i.e. those who have passed the qualifying examination from any school/ Institute located outside Delhi. These seats will be filled up through the merit/rank list of the CET prepared for Outside Delhi Region Candidates. The candidates who have passed the qualifying examination through Distance/Open Education system of any recognized University/ Institute and had his/her Study Centres outside Delhi will be considered as Outside Delhi Region Candidates but the responsibility to provide proof of his/her study centre outside Delhi will be of the candidate only.
- c. For institutions located in the National Capital Region (NCR) outside the National Capital Territory of Delhi (NCTD), the division of seats between Delhi candidates and outside Delhi candidates, shall be as per the directions of the Govt. of NCTD directions received before the commencement of counseling / admissions in this academic session.

Note:

1. The candidates who have passed the qualifying examination through Distance/Open Education system of any recognized University/Board and fail to provide the proof of his/her study centre issued by the respective Board / University of being located in Delhi shall not be considered for Delhi region Seats, and shall be considered for admission in the Outside Delhi Region Category.
2. **De-reservation of unfilled Outside Delhi Quota Seats to Delhi Quota and Vice Versa:** Seats reserved for Outside Delhi Category will be converted to Delhi Category and Vice versa for the programmes for which offline counselling will be done during the Open House Counselling (which will only be held if seats are vacant after 2nd round of counselling has been completed in the respective region). It is clarified that no such conversion will be allowed during 1st counselling. Instructions for the programme for which online counselling is done, are mentioned later in the Admission brochure.

CHAPTER- 4: Reservation Policy

4.0 Abbreviations

D : Delhi Region
 OD : Outside Delhi Region
 GEN : General Category
 SC : Scheduled Caste
 ST : Scheduled Tribe
 Def : Defence
 PWD : Persons With Disability
 OBC : Other Backward Castes
 MGMT : Management Quota
 DSC : Delhi region Scheduled Caste
 DST : Delhi region Scheduled Tribe
 Ddef : Delhi region Defence
 DPWD : Delhi region Persons With Disability
 DOBC : Delhi region Other Backward Castes
 ODSC : Outside Delhi region Scheduled Caste
 ODST : Outside Delhi region Scheduled Tribe
 ODDef : Outside Delhi region Defence
 ODPWD : Outside Delhi region Persons With Disability
 KM : Jammu and Kashmir Migrants
 EWS: Unreserved Economically Weaker Section

4.1 Relaxation in Eligibility

Candidates belonging to Scheduled Castes/Scheduled Tribes/Widows or Wards of Defence Personnel/ Persons With Disability will be allowed 5% relaxation of marks in the minimum eligibility requirement, irrespective of the fact whether there exists any reservation for any category of such candidates or not.

Note:

Relaxation of any kind, as mentioned above and elsewhere in this Admission Brochure, will be granted to only those candidates, who are able to produce necessary relevant supporting documents as per the Admission Brochure before the Admission Officer present at the Venue of the Document Verification / Counselling / Admission. Therefore, for seeking these relaxation/s, necessary documents must be obtained in advance by all candidates from the Competent Authority as prescribed.

4.2 Reservation policy for M.Voc.

The Reservation Policy for the Government Institutes and Self Financing Colleges/ Institutions affiliated with this University, other than minority institution, for the academic session 2019-20 for these CETs is as:-

For Government Institutions Located in NCT of Delhi ¹
85% of the sanctioned intake shall be allocated for Delhi Region wherein reservation of seats shall be as under: DSC - 15% DST - 7.5% DOBC ⁴ - 27% EWS- 10%
15% of the sanctioned intake shall be allocated for outside Delhi Region wherein reservation of seats shall be as under: ODSC - 15% ODST - 7.5% EWS- 10%

NOTE:

1. The candidate seeking admission under reserved categories /classes has to mandatorily produce the caste/category certificate in his/her name at the time of counselling. The certificate in name of either of the parent (Mother/Father) is not acceptable and the candidate shall not be entitled / eligible for admission against reserved seat, even on the basis of any undertaking.
2. The reservation certificate should be issued from the respective state/region in which the reservation is claimed e.g. in case any candidate claims for the seat reserved for DSC/DST/DOBC category then

He/She has to bring SC/ST/OBC certificate issued by Govt. of NCT of Delhi and also should have passed his/ her qualifying exam from Delhi School/College.

- Reservation in OBC category is not applicable at Master's level and Post Graduate Diplomas.

4.2.1 Scheduled Castes and Scheduled Tribes

In order to claim reservation under this Category, the candidate must have a rank in the merit list for the specific CET Code. Any unfilled seat(s) reserved for Scheduled Castes will be treated as reserved for Scheduled Tribes and vice-versa and will not be offered to any other reserved category. In case sufficient number of eligible candidates of Scheduled Castes and Scheduled Tribes are not available, the seats thus remaining vacant will be treated as unreserved after the last but one counselling of the reserved categories (That is, if there are three rounds of counselling, after the third round of counselling for the reserved category, the vacant / unallocated seats of reserved counselling shall be unreserved and offered to the unreserved / general / open category candidates in the last round of counselling), and this shall be done before the Spot Round / Open House Counselling (which shall be held if required). In the Open house / spot round there shall be no reservation on the basis of region or category, as this round is a mop - up round for filling of seats.

A list of approved Competent Authorities for the issuance of Scheduled Caste and Scheduled Tribe certificates is as under:-

- District Magistrate, Additional District Magistrate, Deputy Commissioner, Collector, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate (not below the rank of 1st class Stipendiary Magistrate), Sub-Divisional Magistrate, Taluk Magistrate, Executive Magistrate and Extra Assistant Commissioner;
- Chief Presidency Magistrate, Additional Chief Presidency Magistrate and Presidency Magistrate;
- Revenue Officer not below the rank of Tehsildar;
- Administrator, Secretary to the Administrator or the Development Officer (Lakshdweep & Minicoy Islands).

NOTE:

- The candidates belonging to the communities, which are not included in the list of Scheduled Castes for Delhi, in the Presidential order, will not be entitled to admission in the University against the seats reserved for Scheduled Castes candidates of the Delhi Region. The candidates, belonging to the communities, included in the list of Scheduled Castes, in the Presidential order, in relation to Delhi will be entitled to be considered for admission in the University, against the seats reserved for SC candidates, in terms of the Presidential order dated 20th September, 1951, as amended time to time, by the law made in this regard.
- The required certificate (s) for reserved categories/ classes will be essential at the time of the counselling/admission and no provisional admission shall be admissible for want of caste/category certificate from the local competent authority. Further, the caste/category certificate should invariably be in the name of candidate himself/herself and not in favour of respective parents/guardians.
- In case of married woman, applying to any course under reserved category, the applicant has to produce the caste certificate in her name. Certificate in the name of husband/ mother /father is not acceptable.
- However for Central Government Institutions, seat allocation is on all India basis among the category of seats including SC/ST.

4.2.2 Defence Category

The Defence reservation of 5% shall be applicable as horizontal reservation across all category of reservation (that is, across general/open category, SC/ST/OBC category etc. except PWD and excluding management quota seats). In order to claim reservation under this Category, the candidate must have a rank in the merit list for the specific CET Code. If the seats of this subcategory remain vacant, then it shall first revert to the parent category. The term "Defence" shall mean Army, Airforce, and Navy only. The defence reservation is as per the Letter No. F.No.6(1)/2017/D(Res.II) from Joint Secretary (Res.II) of Govt of India, Ministry of Defence, Department of Ex-Servicemen Welfare enclosed with letter No. F.No.DHE.6 (32)/Court Case/2012-13/3333-39 dated 06.07.2018 from Director (Higher Education), Govt of NCT of Delhi, Directorate of Higher Education. The reservation for Defence Category will be in the following order of priority:-

- Priority I : Widows/Wards of Defence personnel / Para-Military personnel killed in action.
Required Certificate: Proof in Original.
- Priority II : Wards of Defence personnel / Para-Military personnel disabled in action and boarded out from service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services in action and was boarded out.

- Priority III : Widows/Wards of Defence personnel / Para-Military personnel who died while in service with death attributable to military service. Proof in Original.
- Priority IV : Wards of Defence personnel / Para-Military personnel disabled in service and boarded out with disability attributable to military service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services and was boarded out.
- Priority V : Wards of serving Defence personnel and / Para - Military personnel / Police personnel who are in receipt of Gallantry Awards. Required Certificate: Proof in Original. Only the following Gallantry Awards shall be considered:
- i. Param Vir Chakra
 - ii. Ashok Chakra
 - iii. Maha Vir Chakra
 - iv. Kirti Chakra
 - v. Vir Chakra
 - vi. Shaurya Chakra
 - vii. Sena, Nau Sena, Vayu Sena Medal
 - viii. Mention-in-Despatches
 - ix. President's Police Medal for Gallantry
 - x. Police Medal for Gallantry
- As per Letter No. 371/Adm/Medical Seats/ Vol.I dated 02.07.2019 of Govt. of India Ministry of Defence Kendriya Sainik Board, West Block - 4, Wing - 7, R. K. Puram, New Delhi - 110066, the precedence of Gallantry Awards shall be as per Priority V list of medals.
- Priority VI : Wards of Ex-Servicemen. Required Certificate: Original ex-servicemen Identity Card/ discharge book/ PPO (Pension Payment Order).
- Priority VII : Wives of
- i. Defence personnel disabled in action and boarded out from service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services in action and was boarded out.
 - ii. Defence personnel disabled in service and boarded out with disability attributable to military service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services and was boarded out.
 - iii. Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards. Required Certificate: Proof in Original. Only the Gallantry Awards specified in Priority V shall be considered:
- Priority VIII : Wards of Serving Personnel. Required Certificate: Original Service Identity Card and Dependent Card/ Certificate issued by the Competent Authority.
- Priority IX : Wives of Serving Personnel. Required Certificate: Original Service Identity Card and Dependent Card/ Certificate issued by the Competent Authority.

For claiming reservation on a seat reserved for Defence Category, entitlement card in original issued by the Record Officer of the concerned unit or the regiment of the armed forces in case of personnel of the armed forces is to be produced as proof for claiming reservation in a particular category at the time of counselling/admission.

In addition to original entitlement card/ document as referred above, the candidate will also have to bring the relevant format as per Appendix 1 (PART B of the Brochure) duly completed in original and signed by the competent authority which will become part of the Admission file.

The policy of the University in regard to defence category, in effect at the time of notification of the counselling detailed schedule, shall be used for admission.

Note:

1. Sena/ Nau Sena/ Vayu Sena Medal: This Medal is awarded for Gallantry as well as for distinguished service. Accordingly, it is notified in correspondence as under:-
 - i. Sena Medal (G)/ Nau Sena Medal (G)/ Vayu Sena Medal (G) for the medal awarded for Gallantry.
 - ii. Sena Medal (D)/ Nau Sena Medal (D)/ Vayu Sena Medal (D) for the medal awarded for Distinguished Service. However, for the purpose of reservation, only notification which states that the Sena Medal has been awarded for Gallantry will be accepted and the Sena Medal for Distinguished Services will not be considered.
2. Mention-in-Despatches should clearly specify that it is for Gallantry
3. For admission to a seat reserved for Defence Category:

- i. Entitlement card in original issued by the Record Officer of the Unit/ Regiment of Armed Personnel of the Armed Forces in case of Armed Personnel.
- ii. The Children/ Widow of the officers and men of Armed forces who died or were disabled on duty must submit a certificate to that effect from the following authorities.

- i. Secretary, Kendriya Sainik Board.
- ii. Secretary, Rajya/ Zila Sainik Board.
- iii. Officer-in-Charge, Record Office.

Note: A statement to the effect that “the death/ disability is attributed to military service” is required to be included in the certificate.

4.2.3 Persons with Disabilities (PWD)

PH/PwD seats in Government Colleges shall be 5% horizontally in accordance with the provisions of ‘The Rights of Persons with Disabilities Act 2016’ (PWD ACT).

4.2.4 Other Backward Castes

27% seats are reserved for Delhi OBC Category belonging to the list of OBC castes in Delhi. The reservation will be available only in the University Schools of Studies and other Government Institutions. Students will be admitted in this category on the submission of a certificate to this effect from the Competent Authority of the Government of NCT of Delhi. Certificate issued by Govt. of India or any state government will not be accepted under any circumstances. The reservation for OBC Category is only for candidates who are from Delhi Region. A certificate issued by a Competent Authority of Delhi to an individual on the basis of Caste Certificate of his/her parents from another state will be accepted for claiming a seat under OBC Category if and only if the caste is in the list of notified OBC list by Govt. of NCT of Delhi. Reservation in OBC Category is not applicable for Master’s Level and Post Graduate Diploma programmes. The non-creamy layer certificate should be issued after 31st March, 2019.

The OBC reservation shall be applicable only to Undergraduate programmes of studies. No OBC reservation shall apply to post-graduation or higher level programmes of studies.

However for Central Government Institutions, seat allocation is on all India basis among the category of seats including OBC.

A list of approved Competent Authorities for the issuance of OBC certificates is as under:-

- i. District Magistrate, Additional District Magistrate, Deputy Commissioner, Collector, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate (not below the rank of 1st class Stipendiary Magistrate), Sub-Divisional Magistrate, Executive Magistrate.

4.2.5 Jammu & Kashmir Migrants

One seat, which will be supernumerary in nature, is earmarked for Kashmiri migrants in each Institution. Admission will be based on merit through CET. A certificate of competent authority for availing admission against Kashmiri Migrant Quota is to be produced by the candidates at the time of counselling/ admission. Since the seats of Kashmiri Migrant Quota are supernumerary, they will not be converted at all in any other category in case they remain unfilled.

Note for Section 4.2:

1. The required certificate (s) for reserved categories/ classes will be essential at the time of the counselling/admission and no provisional admission shall be admissible for want of caste/category certificate from the local competent authority. Further, the caste/category certificate should invariably be in the name of candidate himself/herself and not in favour of respective parents/guardians.
2. In case of married woman applying to any course under reserved category has to produce the caste/tribe certificate in the name of herself. Certificate in the name of husband/mother/father is not acceptable.
3. The conversion of seats reserved for SC, ST, OBC, Minority, etc. to General Category shall be done only after the completion of last counselling for the reserved categories and no such conversion will be allowed during the 1st counselling. However, while converting the seats, any unfilled seat(s) reserved for ST Category will be offered to SC Category and vice versa and only after that the conversion of the reserved category seats shall be effected.
4. If any change in the reservation policy is made by the Government of NCT of Delhi, the same will be announced on University’s Website (www.ipu.ac.in) and implemented.
5. **Clarification for Admissions in Reserved Category:** Admission will be permissible to qualified candidates in any programme in the following conditions:-
 - i. If qualifying examination is passed from Delhi and Reservation certificate issued from Delhi for SC/ST/OBC categories, then admission is permissible under Delhi Reserved category.

- ii. If qualifying examination is passed from Outside Delhi and Reservation certificate issued from anywhere in India, including Delhi for SC/ST categories, then admission is permissible under Outside Delhi Reserved category.
- iii. If qualifying examination is passed from Delhi and Reservation certificate issued from Outside Delhi for SC/ST/OBC categories, then admission is permissible only under Delhi General category for institutions where admission categories are Delhi and outside Delhi; while for institutions where admissions are done on all-India basis, these candidates shall be eligible to claim All India SC/ST/OBC reservation..

CHAPTER- 5: Offline Counselling Procedure

5.1 Admission Through First Counselling

5.1.1 Applicable to All Programmes

1. Detailed schedule of first counselling/admissions indicating the number of qualified candidates to be called for counselling will be displayed on or before 5.00 p.m. on the University's Website (www.ipu.ac.in) one week (05 working days) prior to commencement of counselling. Venue of Counselling & list of institutions along with the intake in the respective programme/s will be notified on the University's Website before the commencement of counselling.
2. The candidates should report at the notified venue, on the scheduled date and time for counselling/admission in-person along with the documents mentioned in the detailed counselling schedule. On reaching the venue, the candidates must mark the Attendance available with the admission officer. Allotment of seats to the candidates will be made only when he/ she attends the counselling session in person.
3. The counselling processing fee shall be Rs. 1000/- (non-refundable). This fee shall be required to be paid by any (qualified) candidate desirous of taking admission.
4. Firstly, the candidates will be called in order of merit/rank. The candidates shall have to produce the required documents for verification, in the absence of documents, seat allotment can be refused. Depending upon the merit, the seats will be offered to the candidates as per availability of seat at that point of time. Each candidate will have to choose from/ out of those available when his/her turn comes.
5. Admission Officer will give a duly signed Admission Slip after the deposition of the complete fee (as required for the programme at the time of counselling) by the candidate. No candidate should leave the venue of counselling without receiving the Admission Slip. The candidate must check details printed/written in the admission slip.
6. A candidate who fails to appear in person on the notified venue, date and time for counselling, shall forfeit his/her claim for the seat which could be offered to him/her, had he/she been present on his/her turn. However, if the candidate reports late or reports on subsequent days during the process of counselling, he/she may be considered for allotment of a seat available at that point of time for a particular category to which he/she belongs.
7. A candidate who is allotted a seat will be required to pay notified fee immediately on the spot at the time of counselling/admission. If a candidate fails to pay the fee, as mentioned above immediately after the seat is offered to him/her, the offer will be withdrawn on the spot and the seat will be allotted to the next candidate in the merit list. Part payment or payment through cash/cheque will not be accepted under any circumstances.
8. The students admitted in first counselling would NOT be allowed to change the programme/ institute during the subsequent days of first counselling. However, they may change the programme/institute during second counselling within the ambit of the programmes/institutes included in the specific CET Code after depositing an additional sum of Rs. 5,000/- in the form of a fresh Demand Draft in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi, however, this will be subject to availability of vacant seats. No change shall, however, be permitted for a programme for which a separate Entrance Test, has been conducted by the University.
Important Note: The change of programme/ Institute in the specific CET Code during 2nd counselling is applicable for all programmes excepting Medical (PGMC only) programmes.
9. The candidates are also advised, in their own interest to check the details of fee paid, their name, rank, programme, institute of admission, etc. on Admission Slip issued to him/her by the Admission Officer before leaving the counselling hall. Any discrepancy in name, Choice of allotment of seat etc. should be brought to the notice of Admission Officer. No representation regarding wrong allotment of seat will be entertained if the candidate leaves the venue without raising any discrepancy, no entertainment of any discrepancy in Admission Slip will be done at later stage by the University.
10. Admissions will be made strictly on merit basis (Rank-wise) and counselling/admissions will stop when all the seats get filled-up. Notice regarding closure of counselling will be displayed on the University Website. Parents/candidates are advised to check the University Website before coming for counselling. University will not be responsible for any inconvenience caused to parents/candidates due to closure of the counselling prior to dates notified in the Counselling Schedule.
11. The rules and procedures of the counselling / admission shall be notified at the time of start of counselling process. This admission brochure shall be treated only as a general guideline.

5.1.2 Withdrawal of Admission after First Counselling

1. The candidates after getting admission in first counselling will be allowed to withdraw the admissions up to 5.00 p.m. of the dates detailed in the 1st counselling schedule. All the requests for withdrawal of admission in the prescribed performa (which shall be provided as a part of the detailed counselling notification) are to be submitted at the **Reception Counter, Admission Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, New Delhi-110078. A**

proper receipt for withdrawal will be issued. The candidates will be required to surrender the original Admission Slip issued at the time of Counselling/Admission (BOTH COPIES) while applying for withdrawal of admission. No request for withdrawal of admission would be entertained without both copies of admission slip.

2. In case the written request is received on or before the above mentioned date and time, the admission will be cancelled and the fee will be refunded to the candidate after deduction of Rs.1,000/- for all programmes.
3. No request for withdrawal of admission will be entertained after 5.00 p.m. of the dates as detailed in the 1st counselling schedule. The fee will be refunded only if the application reaches the office of In-charge (Admissions) at Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, Delhi-110078, before the said date and time. A proper receipt will be issued by the office of Admission Branch when the candidate submits his/her application for withdrawal of Admission within prescribed date & time along with documents as given in the 1st Counselling schedule. The withdrawal application without the relevant documents will not be entertained. Any withdrawal after this notified time and date will lead to the forfeiture of the full fee deposited by the candidate and no subsequent request for refund of fee will be entertained by the University. No further correspondence in this regard will be made under any circumstances.
4. Request of withdrawal of admission shall not be entertained through post/email/fax. Candidates are requested to submit prescribed withdrawal application form with original fee slip at Reception Counter, Admission Branch before the prescribed withdrawal date and time.
5. No representation at later stage will be entertained by the University, where request for withdrawal is submitted in any other branch/office of the university and the request for withdrawal does not reach the office of the **In-charge (Admissions) at Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, Delhi-110078**, before the said date and time.

5.2 Procedure for Second Counselling

1. Detailed Schedule of Second Counselling for all the programmes, depending upon the number of vacancies created on account of withdrawal(s)/any other reason(s), will be displayed on the University's Website. The Second Counselling for all the programmes will be tentatively held at the same venue. No separate communication will be sent in this regard. It may be noted that the classes for the Academic Session of the University shall start on 1st August, 2019.
2. The second counselling will commence from rank one onwards for all categories/programmes (for seats vacant) and the seats will be allotted strictly on the basis of merit of the candidates. Such candidates, who were absent in the First Counselling will also be permitted to attend the second counselling against the resultant vacancies.
3. Candidates who attended the first counselling and paid the counselling processing fee of Rs. 1000/- shall not be required to pay the counselling processing fee to participate in the 2nd counselling.
4. Candidates who did not attend the first counselling or did not pay the counselling processing fee of Rs. 1000/- shall be required to pay the counselling processing fee to participate in the 2nd counselling.
5. A candidate who fails to appear in person on the notified date and time for counselling, shall forfeit his/her claim for the seat which could be offered to him/her, had he/she been present on his/her turn.
6. A candidate who has taken admission in the 1st counselling but reports late on the scheduled date and programme, he may be considered by the admission officer for change of programme/institute for a seat available at that time, subject to the certificate by admission officer that there is no violation of rank on the seat being vacated by this candidate.
7. Candidates who got admission during First Counselling are also advised to attend Second Counselling if they wish to change the programme/institute on the basis of their merit against the available vacant seat(s).
8. The students who take admission in first counselling would be allowed to exercise the option to change the programme/institute in the second counseling except PGMC, within the ambit of the programmes/institutes included in the specific CET Code after depositing an additional sum of Rs. 5,000/- in the form of a fresh Demand Draft in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. However, this change of programme/institute will be allowed only if the candidate reports on the scheduled venue, date and time, or else he/she will not be allowed to exercise this option and shall forfeit the right of change of programme/institute for which the University will not be responsible. No change shall, however, be permitted for a programme for which a separate Entrance Test has been conducted by the University.
9. A candidate, who fails to exercise the option in person during Second Counselling, shall forfeit his/her right for a vacant seat even if he or she had higher rank, for which the University will not be responsible.
10. The students having taken admission in second counselling would not be allowed to change the programme/institute in the subsequent days of 2nd Counselling. In the interest of the students, it is

advised that they should carefully select the programme/institute before taking admission in the second counselling.

11. The rest of the procedure for Second Counselling shall remain the same as followed during the first counselling.
12. Open House Counselling / spot counselling: Counselling on the Open Day will be held only if any seat(s) remains vacant after two rounds of counselling. The said seat(s) will be offered on that day to the qualified candidate(s) in order of merit. The seat(s) shall be offered to the qualified candidate(s) in order of merit irrespective of his/her Region provided he/she has reported for counselling on that day. A counselling processing fee of Rs. 1000/- shall have to be paid by all eligible candidates to participate in the open house counselling. A transfer fee of Rs. 5000 shall have to be deposited by the candidate for change of seat, if already admitted in the programme of study of the concerned CET. The schedule of the open house counselling shall be notified with the 2nd counselling schedule.
13. The list of students on close of admissions after the second counselling shall be treated as final list of admissions and the same shall be displayed on the website of the University (www.ipu.ac.in).
14. The classes for the Academic Session would commence w.e.f. 1st August, 2019. All the candidates who get admission in First Counselling must report to their respective Institutes/ University Schools of Studies as per schedule to be notified on the University website.

Note:

1. It may be noted that students taking admission in any of the programmes/Institutes will also be bound to abide by the provisions of Guru Gobind Singh Indraprastha University Act, 1998 as well as Statutes, Ordinances and Regulations framed there under and as amended from time to time.
2. All candidates who have taken admission in any programme in 1st/2nd counselling/Open house / Spot counselling must report in the college as per date notified in the University counselling notifications on the University website. Failure to report in University School/College/Institute by the notified date, without proper exemption from University School/College/Institute shall result in automatic cancellation of admission and the fees paid shall be forfeited.

Note: The last date for all kind of admissions including procedure to fill up vacancies, will be 14th August, 2019 unless specified otherwise.

5.3 General Note

1. Any litigation/dispute regarding the examination or admission will be settled subject to jurisdiction of the Delhi Court.
2. The final decision in respect to the interpretation of any provision/rule contained in this Admission Brochure will be taken by the Vice-Chancellor of the Guru Gobind Singh Indraprastha University either independently or in consultation with any Officer of the University as may be deemed appropriate by him.
3. Each student admitted to a Degree/Diploma/Certificate course shall strictly submit himself/ herself to the disciplinary jurisdiction of the Vice-Chancellor and several authorities of the University who may be vested with the authority to exercise discipline under the Act, the Ordinance, and the Rules that have been framed by the University from time to time.
4. The admission of any admitted student shall be terminated if the student is not regular and absent unauthorized/without prior permission.
5. The final decision in respect to the interpretation of any provision/rule contained in this Admission Brochure shall be taken by the Vice-Chancellor of the Guru Gobind Singh Indraprastha University either independently or in consultation with any Officer (not below the rank of a Professor for teaching and not below the rank of a Joint/Deputy Registrar or equivalent) of the University as may be deemed appropriate by him.
6. After 31st July, of the admission year, the vacant seats available in any school of study/institution of the University, shall be filled as per guidelines of the Government of NCT of Delhi and / or policy of the University. Separate Notification in this regard shall be issued by the University.
7. In Government Institutions, there shall be no Management Quota.
8. The refund policy shall be as per Chapter 15 of the Admission Brochure - 2019-20 (PART-D).



--Sd--
Registrar
Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, Delhi 110078